



DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220

NETCSTAFFINST 1700.1
N004

03 NOV 2003

NETC STAFF INSTRUCTION 1700.1

From: Commander, Naval Education and Training Command
To: Headquarters Staff, Naval Education and Training Command

Subj: STAFF WELFARE AND RECREATION (W&R) COMMITTEE

Ref: (a) NASPNCLAINST 1700.5G
(b) OPNAVINST 3120.32C

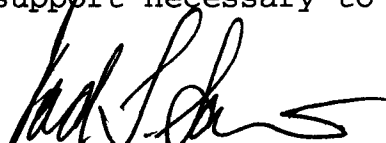
Encl: (1) Committee Composition and Operation

1. Purpose. To issue policy and responsibilities of the Staff W&R Committee as set forth in references (a) and (b).

2. Cancellation. CNETSTAFFINST 1700.1G

3. Discussion. The primary purpose of the NETC Staff W&R Committee is to promote camaraderie, morale, and esprit de corps within the staff by coordinating NETC staff activities, such as the Spring and Fall Picnics, Holiday Party, etc. These activities are important to the morale of the staff and provide a forum to relax, socialize, have fun, and get to know each other.

4. Action. Enclosure (1) details the composition of the committee and committee members' duties and responsibilities. All Directors/Special Assistants will ensure compliance with these policies and provide the support necessary to ensure successful events.


F. L. SALOMON
Chief of Staff

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COMMITTEE COMPOSITION AND OPERATION

1. The NETC Staff W&R Committee will be comprised of the following minimum members:

<u>CODES</u>	<u>REPRESENTATIVES</u> <u>MILITARY/CIVILIAN</u>	
	<u>PRIMARY</u>	<u>ALTERNATE</u>
Flag Staff/Admin	1	1
Special Assistants	1	1
N01HR/N1	1	1
N4	1	1
N5	1	1
N6	1	1
N8	1	1
N9	1	1
NSTC DET	<u>1</u>	<u>1</u>
TOTAL:	9	9

2. Membership

a. Each code is responsible for designating its own representatives. Each code will designate a primary and alternate representative. Consideration should be given to ensure representation of military and civilian personnel on the committee.

b. Members will serve on the committee for 1 year. After 1 year a member may resign in writing to the W&R Committee Chairperson via their Director/Special Assistant. In the event of a member's departure from the command, the Director/Special Assistant will immediately appoint a new representative and indicate this change in writing to the W&R Committee Chairperson with a copy to the Chief of Staff (N01A). (See Attachment A.)

c. The W&R Committee members are responsible for attending all meetings and representing their codes, participating on committee positions, voting on issues, and actively participating in committee projects.

3. Meetings. The W&R Committee will meet the first Wednesday of each month at a time to be determined, unless conflicts in scheduling arise. Special meetings may be required at times to effectively conduct the W&R Committee's business. The W&R

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Committee Secretary will determine location and remind all members of the meeting.

4. Officers

- a. W&R Committee members will elect the following officers:

Chairperson
Co-Chairperson
Secretary
Treasurer

b. Elections for new officers will be held each December in the regular monthly meeting. New officers will be announced at the Holiday Party and assume duties in January. Nominees should expect to be on board the command for at least 1 calendar year from taking office and serve at least 1 year in the elected office. Elections may be conducted in an open or closed ballot format. No officer can serve more than two consecutive terms in the same office.

5. Duties and Responsibilities

a. Officers

(1) Office of the Chairperson. The primary responsibilities of the Chairperson are to preside over all W&R Committee meetings and to make those decisions or recommendations as are deemed necessary for the successful operation of the W&R Committee. Responsibilities include, but are not limited to:

(a) Monitoring W&R Committee membership and liaising with Directors/Special Assistants in the event an area is not adequately represented.

(b) Serving as the point of contact for the command regarding questions and concerns dealing with the W&R Committee.

(c) Approving all W&R Committee meeting dates as recommended by the Secretary or other W&R Committee members.

(d) Convening the W&R Committee meetings on a monthly basis, presiding over them in an appropriate manner, ensuring important issues are properly voted on by a quorum (five committee members), and adhering to relevant regulations such as this instruction.

(e) Requesting the Command Evaluator/Auditor (N00GR) to conduct an audit of the W&R Committee books as needed, but at least annually and upon the resignation/detachment of the Treasurer.

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(2) Office of the Co-Chairperson

(a) The Co-Chairperson will assist the Chairperson in the administration and coordination of the W&R Committee.

(b) In the absence of the Chairperson the Co-Chairperson will assume the responsibilities of the Chairperson.

(3) Office of the Secretary. The primary responsibility of the Secretary is to take the W&R Committee meeting minutes and issue them within 1 week of meeting. Responsibilities include, but are not limited to:

(a) Maintaining a current roster of committee members that includes name, code, office telephone number, and date joined. Distributing updates to all members.

(b) Scheduling W&R Committee meetings and coordinating the availability of meeting space. Including the date, time, and place of scheduled meetings in the minutes if possible. Calling all members and reminding them of regular meetings or notifying of emergency meetings, giving location and time of meeting.

(c) Informing the Chairperson if a quorum of the members is not present for voting. Making arrangements for minutes to be taken in the event Secretary is unable to attend a meeting.

(d) Distributing minutes, sending the original to N01A with a cover memorandum and copies to all Directors/Special Assistants and W&R Committee members.

(e) Maintaining all records of the W&R Committee, including past (3 years) W&R Committee minutes and correspondence, the current attendance roster, this instruction, and these by-laws.

(4) Office of the Treasurer. The primary responsibilities of the Treasurer are to collect and allocate all W&R Committee funds. Responsibilities include, but are not limited to:

(a) Maintaining current checkbook balance at all times.

(b) Balancing checkbook with bank statement immediately upon receipt of statement.

(c) Providing reports as needed at meetings on the status of W&R funds.

(d) Conducting all ticket sales. This includes issuing all tickets for sale, maintaining a log of sold tickets,

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collecting all monies from sale of tickets, and depositing all monies in the bank within 5 days of receipt. Destroying all unsold tickets and preparing a memorandum of record to include how many tickets were printed, how many were sold, and the numbers of all tickets destroyed. The Treasurer must sign this memorandum.

(e) Ensuring itemized receipts are obtained from W&R Committee members. **ANNOTATING EACH RECEIPT WITH THE CHECK NUMBER AND DATE PAYMENT WAS MADE.**

(f) Ensuring all bills are paid as soon as rendered.

(g) The Chairperson will assume the above responsibilities in the absence of the Treasurer. In the absence of both the Treasurer and the Chairperson, the Co-Chairperson will assume the above responsibilities.

b. Sub-committee Chairpersons. The primary responsibility of the sub-committee Chairpersons is to ensure that all arrangements for scheduled events are carried out efficiently by members of their respective code. The following sub-committees will be established on an "as needed" basis:

(1) Entertainment. Responsible for arranging entertainment for each event.

(2) Refreshment. Responsible for arranging for all food and beverages that will accompany any given event. The committee's responsibilities will vary according to the event.

(3) Setup. Responsible for ensuring that the site for the event is prepared in advance for the function. This includes (depending on the event) obtaining chairs/tables, obtaining the appropriate eating utensils (paper plates, silverware, etc.), placing paper covers on tables, purchasing charcoal and lighter starter for grill, setting up grills for cookout, setting up serving tables, and ensuring that trash bags are placed throughout the site.

(4) Cleanup. Responsible for ensuring that the site is policed of litter. Spreading and hosing down coals in the grill, ensuring the coolers are returned to the W&R Committee storeroom, and storing any unused material.

(5) Publicity. Responsible for announcing upcoming events to the NETC/NSTC Detachment staff. Procedures to be followed are:

(a) At least 1 month prior to the scheduled event, begin submitting announcements to N004 for inclusion in the Plan of the Week. Continue announcements until immediately prior to the event.

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(b) At least 1 month prior to the event, send out flyers to all W&R Committee members and Directors/Special Assistants and request they be posted and distributed electronically.

(c) If needed, prepare large posters to direct attendees to the event site. Post along the road or where appropriate.

(6) Ticket Sales. The Treasurer is the primary point of contact for the W&R Committee. In this capacity, the following procedures will be followed:

(a) Set a due date for turn-in of ticket sales. Normally, this is 3 days prior to the event. No refunds will be given after this date except in unusual circumstances.

(b) Set up a ticket collection position up either at the entrance door or head of the food line, as appropriate. Collect tickets as people arrive.

(7) Fund Raising and Donations. Several fund raising and donation collection projects may be conducted each year to support the main events.

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(Date)

MEMORANDUM

From: (Your Code)
To: Chairperson, NETC Staff Welfare and Recreation (W&R)
Committee

Subj: APPOINTMENT OF NEW (YOUR CODE) REPRESENTATIVE TO W&R
COMMITTEE

1. Effective immediately, (name of replacement) will replace
(name of present member) to serve on the W&R Committee.

Copy to:
NETC Staff W&R Committee
N01A

Attachment A
Enclosure (1)